

DD/A 76-2251  
STATINTL

## PERSONNEL

## 23. MANAGEMENT OF SUPERGRADE PERSONNEL

## a. POLICY

- (1) The Director of Central Intelligence, with the approval of the Office of Management and Budget, will establish the supergrade ceiling of the Agency. Within that ceiling, the DCI will determine the number of Agency personnel who may hold supergrade rank.
- (2) Allocation of supergrade ceiling to the four Directorates and the Offices of the DCI will be determined by the Director of Central Intelligence upon recommendations of the Agency Supergrade Board. Such recommendations will be based on evaluated position requirements. Unused supergrade ceiling will be held by the Director as an Agency-wide reserve for subsequent allocation as required.
- (3) An employee will hold supergrade rank for such time as the Director may determine.
- (4) All supergrade officers will be counted against the supergrade ceiling of the Career Service having career cognizance over the officer. *Insert* *do not* *not* *Contract employees whose contracts state a* *supergrade rank will be counted against the supergrade ceiling.*  
\* Flag-rank military officers assigned to the Agency will occupy military designated positions, *not Agency supergrade positions.*

## b. RESPONSIBILITIES

- (1) The Director of Central Intelligence is responsible for:

\* *unless agreed as an*

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- (a) Approving recommended actions effecting a change in the allocation of supergrade ceiling or a change in a supergrade position.
- (b) Approving any changes in the grade of personnel holding or proposed for supergrade rank.
- (2) The Agency Supergrade Board, composed of the DDCI as Chairman, the four Deputy Directors, the Chairman of the Senior Executive Career Service Panel, as voting members, and the Director of Personnel and the Comptroller or his designee (as advisors) will be responsible for:
  - (a) Reviewing the findings of the Office of Personnel annual survey of supergrade position requirements and Agency-wide allocations of supergrade ceiling.
  - (b) Reviewing individual requests from the Directorates or Offices of the DCI for supergrade ceiling allocation, the establishment of new supergrade positions or grade adjustments of supergrade positions, in conjunction with Office of Personnel findings.
  - (c) Submitting its recommendations pursuant to (a) and (b) above with those of the Director of Personnel, to the DCI for his decision.
- (3) Deputy Directors and the Chairman of the Senior Executive Career Service Panel will be responsible for:
  - (a) submitting requests to the Agency Supergrade board, through the Office of Personnel, for reallocation of

supergrade ceiling, for establishment of new supergrade positions, or for grade adjustments of supergrade positions. Such requests will include detailed job information in support of the request.

(b) Ensuring the appropriate career management and development of supergrade officers.

(4) The Director of Personnel will be responsible for:

(a) conducting annual supergrade position requirement studies and performing related staff work.

(b) Reporting to the Agency Supergrade Board the results of the annual supergrade position requirement studies.

(c) Completing, upon receipt of supportive information, the classification review of requests for allocation of supergrade ceiling, for establishment of new supergrade positions, and for grade adjustments of supergrade positions and submitting findings to the Agency Supergrade Board within 14 days of receipt of the request.

(d) Processing personnel actions affecting supergrade personnel.

c. PROCEDURES FOR PROCESSING PERSONNEL ACTIONS (no change)

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b. RESPONSIBILITIES

- (1) The Director of Central Intelligence is responsible for:

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<b>OFFICIAL ROUTING SLIP</b>							
TO	NAME AND ADDRESS				DATE	INITIALS	
1	Deputy Director for Administration						
2	7D 26, Headquarters						
3							
4							
5							
6	Director of Personnel						
	5E 58, Headquarters						
	ACTION		DIRECT REPLY		PREPARE REPLY		
	APPROVAL		DISPATCH		RECOMMENDATION		
	COMMENT		FILE		RETURN		
	CONCURRENCE		INFORMATION		SIGNATURE		
<b>Remarks:</b>  For comment and/or approval.  <div style="background-color: black; width: 150px; height: 15px; margin-bottom: 5px;"></div> second paragraph raises a question which does not exist. We will monitor the contract problem in Contract Personnel Division with a view toward converting to dollar equivalent wherever possible. <i>I think the problem does exist until converted to \$ the contract employee is committed against ceiling — if I understand correctly!</i>							
FOLD HERE TO RETURN TO SENDER							
FROM: NAME, ADDRESS AND PHONE NO.						DATE	
Director of Personnel						26 APR 1976	
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